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|---|---|
| **Date of Assessment: 10.03.2025** | **Assessment No: 025/01** |
| **Assessed by: Robert Wallace, CAP Director** | **SITE: BRIDGE FARM** |
| **Nature of activity:**<br>**Archaeological Fieldwork including excavation** | **Dates of activity:**<br>**01.04.2025 to 31.03.2026** |
| **Location: Bridge Farm, Wellingham, E. Sussex** | **Review by: 31.03.2026** |

CAP CULVER ARCHAEOLOGICAL PROJECT

# PROJECT RISK ASSESSMENT

Risk assessments are a statutory requirement. The aim of this document is to identify any Health and Safety risk that may arise from undertaking archaeological works on the site. The assessment is designed to identify and highlight both the general and site-specific hazards inherent in the fieldwork which is to be undertaken. For those hazards identified a safety plan is then prepared and implemented. Particular responsibilities are assigned to specific individuals but all participants are responsible for each other's safety, as well as their own. A copy of this document will be kept on-site and will be available on request to supervisors, students, volunteers, or visitors.

By using the 5 x 5 matrix below the Culver Archaeological Project assesses the hazards and risks involved in the required task. We allocate each task an outcome and prospect (likelihood) ranking, from those two scores we calculate the level of risk that the task carries to our workers and any others that may be affected by our actions.

| Outcome | | | | | |
|---|---|---|---|---|---|
| | 5 | 10 | 15 | 20 | 25 |
| | 4 | 8 | 12 | 16 | 20 |
| | 3 | 6 | 9 | 12 | 15 |
| | 2 | 4 | 6 | 8 | 10 |
| | 1 | 2 | 3 | 4 | 5 |

**Prospect**

**Key**

- 17-25 Unacceptable, stop the activity and make immediate improvement
- 10-16 tolerable, look to improve within specified timescale
- 5-9 Adequate, look to improve where possible
- 1-4 Acceptable, no further action but ensure controls are maintained

**Prospect ranking:** 1=Very Unlikely 2=Unlikely 3=Fairly Likely 4=Likely 5=Very Likely

**Outcome ranking:** 1=Insignificant, no injury 2=Minor, minor injuries requiring first aid 3=Moderate, up to 3 days absence 4=Major, over 3 day absence 5=Catastrophic, death/disablement

**Safety Management Structure**

The Project Director, Rob Wallace, is ultimately responsible for the Health and Safety of all those working on the project. He is required to understand the broad requirements of relevant legislation and ensure that responsibility for health and safety matters is properly assigned and accepted at all levels.

The Site-Supervisors are responsible for health and safety matters on site, and for those members or their immediate team. In their absence they are also responsible for nominating an appropriate person to be responsible for safety matters. Site supervisors will be introduced at site induction sessions. All site workers are responsible for ensuring that the project is safe for themselves, their fellow workers (archaeological and non-archaeological) and the public at large.

**DO NOT ATTEND THE SITE IF YOU HAVE ANY COVID RELATED SYMPTOMS OR A CURRENT POSITIVE COVID TEST RESULT UNTIL YOU HAVE COMPLETED THE MANDATORY SELF ISOLATION PERIOD AND HAVE A CURRENT NEGATIVE TEST RESULT**

**Risk assessment table:**

| **Hazard, hazardous event** | **Expected consequence** | **People Affected** | **Assessment of risk P x O = R** Prospect | Outcome | Risk | **Acceptance of risk level** | **Controls required** |
|---|---|---|---|---|---|---|---|
| Covid transmission and/or infection | Minor to Major | Staff, volunteers, students, visitors | 1 | 4 | 4 | Acceptable | Compliance to all government regulations and recommendations to prevent spread of infection |
| Risk of striking existing services: | Catastrophic, death / disablement | Staff, volunteers, students | 1 | 5 | 5 | Adequate | Pre-Project checks and general knowledge of the site |
| Proximity of Structures: buildings, farm roads & public footpaths | Minor, minor injuries requiring first aid | Staff, volunteers, students, visitors | 2 | 2 | 4 | Acceptable | Limited access, caution on farm roads, safety fencing |
| Site Occupation | Minor, minor injuries requiring first aid | Staff, volunteers, students, visitors | 3 | 2 | 6 | Adequate | Induction session. Exclusion of livestock. 1m exclusion zone for visitors on site |
| Public Liability | Major, over 3 day absence | Staff, volunteers, students, visitors and others | 1 | 4 | 4 | Acceptable | Safety fencing, barriers, warning signs, stock fencing. Site well away from public access. |
| Presence of contaminated soil, unexploded bombs and ammunition. Waterlogging of site | Catastrophic, death / disablement | Staff, volunteers, students, visitors | 1 | 5 | 5 | Adequate | Farmland under regular cultivation. Work will cease if any hazardous substances are encountered. Shoring against collapse of any trench over 2m |
| Sources of Vibration | Moderate, up to 3 days absence | Staff, volunteers, students, visitors | 2 | 3 | 6 | Adequate | No sources close to site. Portable generator to be positioned away from working areas |
| Geology | Major, over 3 day absence | Staff, volunteers, students, visitors | 1 | 4 | 4 | Acceptable | Soil stability has been tested in location over previous 7 years and will be monitored. Pumps supplied for waterlogged areas. |

| Hazard, hazardous event | Expected consequence | People Affected | Assessment of risk P x O = R<br>Prospect | Outcome | Risk | Acceptance of risk level | Controls required |
|---|---|---|---|---|---|---|---|
| Delivery of plant | Insignificant, no injury | Staff | 1 | 1 | 1 | Acceptable | Plant will be delivered and removed by specialist contractor and will not involve CAP staff. |
| Type of excavation: large open area with deeper sections in features | Moderate, up to 3 days absence | Staff, volunteers, students, visitors | 2 | 3 | 6 | Adequate | Induction session. Trenches deeper than 2m will be stepped or shored. Visitors kept 1m away from edges of excavation trenches and slots. |
| Site Accommodation: camp site and farm traffic | Minor, minor injuries requiring first aid | Staff, volunteers, students | 2 | 2 | 4 | Acceptable | Campsite will be cleared of any scrub and grass will be topped. Ditch fenced and/or marked. Signage warning of farm traffic. |
| Hand tools | Minor, minor injuries requiring first aid | Staff, volunteers, students | 2 | 2 | 4 | Acceptable | Induction session for novice workers, equipment checks, good working practices listed in *Risk Control* |
| Ladders | Moderate, up to 3 days absence | Staff, volunteers, students | 1 | 3 | 3 | Acceptable | Ladders are not usually used on site other than by staff for maintenance issues and access/egress of some deeper features |
| Manual Handling | Minor, minor injuries requiring first aid | Staff, volunteers, students | 2 | 2 | 4 | Acceptable | Induction session for novice workers, correct equipment supplied, good working practices listed in *Risk Control* |
| Machining | Catastrophic, death / disablement | Staff | 1 | 5 | 5 | Acceptable | Only essential staff to be in proximity when machining is taking place. Strict guidelines to be followed and personal safety protection to be worn. |
| Fuel storage and exhaust gases | Moderate, up to 3 days absence | Staff | 1 | 3 | 3 | Acceptable | Contractor to apply correct procedures. CAP staff to wear appropriate protective equipment. Only essential staff to be in vicinity. |

| Hazard, hazardous event | Expected consequence | People Affected | Assessment of risk P x O = R Prospect | Outcome | Risk | Acceptance of risk level | Controls required |
|---|---|---|---|---|---|---|---|
| Noise | Moderate, up to 3 days absence | Staff, volunteers, students, visitors | 2 | 3 | 6 | Adequate | Potential of noise from generator if required. Position away from main working area. Monitor and if necessary cease operation. |
| Walking and driving in farm and business park area | Major, over 3 day absence | Staff, volunteers, students, visitors | 2 | 4 | 8 | Adequate | Site is on a working farm adjacent to a business park where staff may not expect people walking or driving. Be vigilant and patient. Warnings given and signs erected |
| Slip, trip or fall on slippery surface | Moderate, up to 3 days absence | Staff, volunteers, students, visitors | 2 | 3 | 6 | Adequate | Induction session for novice workers, correct equipment supplied, good working practices listed in *Risk Control* |
| Falling objects (from trees) | Major, over 3 day absence | Staff, volunteers, students, visitors | 1 | 4 | 4 | Acceptable | The few trees in general area to be avoided. Excavation located in open farmland. |
| Protruding branches (from trees etc) | Minor, minor injuries requiring first aid | Staff, volunteers, students, visitors | 3 | 2 | 6 | Adequate | The few trees in vicinity to be avoided and care taken in in vicinity of large hedging. |
| Weather, temperature, strong sun, dehydration | Moderate, up to 3 days absence | Staff, volunteers, students, visitors | 2 | 3 | 6 | Adequate | Wear suitable clothing and protection against temperature and weather extremes, especially strong sun i.e. sunscreen, loose long sleeves and trousers and hat in sun, waterproofs in wet. In heat drink plenty of cool water and retire to shade and alert supervisor if feeling dizzy. |
| Fire | Major, over 3 day absence | Staff, volunteers, students, visitors | 1 | 4 | 4 | Acceptable | No naked flames allowed on site. No smoking on site. |

| Hazard, hazardous event | Expected consequence | People Affected | Assessment of risk P x O = R Prospect | Outcome | Risk | Acceptance of risk level | Controls required |
|---|---|---|---|---|---|---|---|
| Alcohol, drug and substance abuse | Moderate, up to 3 days absence | Staff, volunteers, students, visitors | 2 | 3 | 6 | Adequate | No alcohol to be consumed on site. No possession or use of recreational drugs or abusive substances to be tolerated anywhere under CAP control. Anyone found to be intoxicated or under the influence of drugs will be excluded from the site and CAP premises. |
| Tiredness | Minor, minor injuries requiring first aid | Staff, volunteers, students | 2 | 2 | 4 | Acceptable | All personnel should self-monitor for tiredness. Take regular break periods and in extreme tiredness inform a supervisor and stop work until recovered. Tired people are more likely to make mistakes. |
| Camping | Minor, minor injuries requiring first aid | Staff, volunteers, students | 2 | 2 | 4 | Acceptable | Camping takes place in a field close to the site and facilities building. Campers are made aware of the busy driveway to the adjacent business units which has a requested 5MPH speed limit (not enforceable). The kitchen in the facilities building contains cookers, kettles, knives and other familiar domestic equipment which if used incorrectly could cause injury. NB: CAMPING AND USE OF THE KITCHEN IS UNDERTAKEN AT THE RISK OF THE PARTICPANT |